



THE STATE BAR OF CALIFORNIA
OFFICE OF CERTIFICATION/OFFICE OF ADMISSIONS
180 Howard Street • San Francisco, CA 94105-1639 • (415) 538-2325

**REGISTERED IN-HOUSE COUNSEL AND REGISTERED LEGAL SERVICES
ATTORNEY APPLICANTS ONLY
INSTRUCTIONS FOR THE APPLICATION FOR
DETERMINATION OF MORAL CHARACTER**

Please carefully read these instructions. These instructions apply only to persons seeking to be registered as In-House Counsel or Legal Services Attorneys pursuant to Rule 964 and Rule 965 of the California Rules of Court. Each applicant is required to be aware of all requirements which follow and to comply with each one that is applicable. The completed application form **must be typewritten or legibly printed in ink.**

Applicants seeking to be registered as In-House Counsel or Legal Services Attorneys are required to complete the same moral character determination application that applicants seeking admission to practice law in California as General or Attorney applicants are required to submit as part of the standard admissions process. The application is entitled: "Application for Determination of Moral Character", and is available through the State Bar of California's Web site at www.mjp@calbar.ca.gov or the Office of Admissions Web site at www.calbar.ca.gov/admissions under Moral Character.

In answering questions appearing on the Application for Determination of Moral Character, applicants should consider the following:

Rule X of the *Rules Regulating Admission to Practice Law in California (Rules)* states that:

Every applicant shall be of good moral character. The term "good moral character" includes the qualities of honesty, fairness, candor, trustworthiness, observance of fiduciary responsibility, respect for and obedience to the laws of the state and the nation and respect for the rights of others and for the judicial process. The applicant has the burden of establishing that he or she is of good moral character.

RULES REGULATING ADMISSION TO PRACTICE LAW IN CALIFORNIA

The Application for Determination of Moral Character will be processed in accordance with the *Rules*. Current *Rules* are available online at www.calbar.ca.gov/admissions or upon request from the Office of Admissions.

SUBMITTING THE APPLICATION

The Application for Determination of Moral Character must be accompanied by an Application for Registered In-House Counsel or an Application for Registered Legal Services Attorney. Separate instructions are available to persons seeking general admission to practice law in California. Application materials can be obtained online at www.calbar.ca.gov/admissions or by contacting the Office of Admissions.

After completing and signing the application forms, the forms, fingerprint cards or a *Request for Live Scan Service* form, any necessary attachments and correct fees in the form of a personal check, cashier's check or money order payable to The State Bar of California must be mailed in an envelope to the following address:

Office of Certification
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

SOCIAL SECURITY NUMBER

Applicants are required to provide a social security number pursuant to Business and Professions Code Section 30 (State of California's tax enforcement provisions) and Family Code Section 17520 (Child Support enforcement Program).

FEES (These fees are subject to change.)

Make one check payable to the State Bar of California for the total amount listed below.

Application for Registered In-House Counsel total: \$928.00

Application for Registered Legal Services Attorney total: \$378.00

COMPLETION OF INVESTIGATION

Applications for Determination of Moral Character generally will be processed in a **minimum of 180 days**, unless there are issues in an applicant's background that require further investigation.

During the course of each investigation, many sources and outside agencies are contacted by the State Bar's Office of Admissions; therefore, staff is not in a position to provide information on the status of the investigation until approximately 120 days have elapsed. If in the course of the investigation staff requires further information or documentation, applicants will be contacted prior to the completion of the investigation. All applicants will receive written notification when the investigation has been completed.

Any questions regarding the status of an application after the lapse of 120 days should be made in writing rather than by telephone.

COMPLETION OF APPLICATION

All questions on the application must be answered. Applicants must provide their social security number. If a certain question does not apply to an applicant, the applicant should so indicate this and explain. Before filing the application, it should be checked to ensure that all questions have been answered, all applicable forms have been completed and attached and the application is signed. All pages of the application, including any unused forms, must be returned. The application must be signed, the correct fee included, and two (2) completed fingerprint cards or a completed *Request for Live Scan Service* form must be included. Any application not meeting these requirements is considered incomplete, and will not be considered filed until it is brought to a complete status. If an application is considered incomplete, an additional \$20.00 will be required in order to bring the application to a complete status. (See **Application Abandonment**.) The application must be received in the State Bar offices **within 30 days** of the date the application is signed. If it is not received within 30 days of the date the application is signed, the application will be returned to the applicant with a blank Authorization and Release form **that the applicant will be required to complete, sign and return to the State Bar offices, along with the application.**

If the application form does not provide sufficient space for the response to any question, the response should be continued on a separate piece of paper and attached to the back of the application form.

Each applicant should retain a copy of his/her completed application for reference.

APPLICATION ABANDONMENT

Moral character determination applications that are not brought to a complete and filed status within 60 days of receipt will be abandoned. This includes the lack of requisite fees, signature, completed fingerprint cards or *Request for Live Scan Service* form. Once the moral character determination application is in filed status, if the applicant receives notice to provide information and/or documentation but does not provide such information and/or documentation within 90 days of the request, the application will be abandoned. No refund of fees will be paid in the event a moral character determination application is abandoned.

ATTACHMENTS

All supporting documents must be attached to the back of the application form. Other letters or requests of any kind must be sent under separate cover.

PROOF OF ADMISSION

Proof of admission (a current original Certificate of Good Standing) from each jurisdiction (except federal courts) to which the applicant has been admitted must be filed with the Application for Determination of Moral Character. The certificate must be issued by the jurisdiction within six (6) months of the date the moral character determination application is filed in order to be considered current. Attorneys whose status is inactive must submit a letter from the jurisdiction confirming no disciplinary action.

APPLICATION UPDATING

Applicants for registration as In-House Counsel or Legal Services Attorney have a continuing duty to update responses to questions on the application whenever there is an addition to or change in information previously furnished. Updates are to be submitted no more than 30 days after the addition or change. The applicant will not be eligible for certification until the file is current.

REFERENCES

Confidential questionnaires and reference letters will be mailed by the Office of Admissions to references, employers and law schools listed on the application. In order to decrease the likelihood of a possible administrative delay in certification, all confidential questionnaires and reference letters must be returned to the Office of Admissions as soon as possible.

Please note: Contacting employers is part of the administrative screening process required of all applicants pursuant to Rule X of the *Rules*. The application will not be accepted unless an applicant is willing to have his or her employers contacted.

APPLICATION ACKNOWLEDGMENT

An application acknowledgment letter will be sent within six weeks after receipt of an application. Applicants who do not receive an acknowledgment letter should contact the Office of Admissions.

LAW SCHOOL DECLARATION

A Law School Declaration form will be sent by the Office of Admissions to each law school an applicant has attended.

FINGERPRINTS

State law mandates that the State Bar of California "...require that an applicant for admission or reinstatement to the practice of law in California...be fingerprinted in order to establish the identity of the applicant and in order to determine whether the applicant or member has a record of criminal conviction...." An Application for Determination of Moral Character will not be considered complete without the appropriately processed fingerprints.

Live Scan Processing:

- Applicants who reside in California and have never resided outside of California for more than 24 months must submit fingerprints via **Live Scan technology**. Please see "Fingerprint Instructions for **California Residents**".

Fingerprint Card Processing:

- Applicants residing outside of the State of California must submit prints on **fingerprint cards (FD-258)**.
- Applicants who are currently residing in the State of California but have lived outside of California for 24 months or more, must submit prints on **fingerprint cards (FD-258)**.

Please see "Fingerprint Instructions for **Out of State Residents**".

An applicant's fingerprints will be used solely to determine whether or not the applicant has a prior criminal record. The Committee will request that the fingerprinting agencies return the fingerprints of all applicants and that the agencies neither copy the fingerprints nor disseminate them to others nor use them for any other purpose. Pursuant to Business and Professions Code Section 6054, the fingerprint cards of applicants who are admitted to practice law in California are retained for the limited purpose of criminal arrest notification.

Fingerprint Instructions for California Residents (Live Scan Technology)

Live Scan technology replaces the process of recording an individual's fingerprints on fingerprint cards. With Live Scan, applicants are provided a *Request for Live Scan Service* form. The applicant is also provided a list of nearby Live Scan fingerprinting locations (printing providers) and must go to one of the specified locations to submit fingerprints. At these locations, a trained operator enters the information from the *Request for Live Scan Service* form into the Live Scan terminal and initiates the live scan fingerprinting process. Please see the *Request for Live Scan Service* form on page 5, and the Instructions for Completing the Request for Live Scan Service form below.

Applicants must download the form and print two additional copies. **Three (3) copies are to be taken to an agency providing Live Scan services with a valid photo identification (expired photo identification cards will not be accepted).** The Live Scan operator must complete the last section of the *Request for Live Scan Service* form on all 3 copies. The Original Copy is retained by the Live Scan operator, the Second Copy is attached to the completed Application for Determination of Moral Character and the Third Copy is to be retained by the applicant. The list of agencies providing the Live Scan fingerprinting services in California may be obtained through the Office of the Attorney General-California Department of Justice website: <http://ag.ca.gov/fingerprints/publications/contact.pdf>.

If an applicant's prints are rejected because of poor quality, the applicant will be asked to return to the original printing agency for re-printing. The applicant is to take his/her copy of the *Request for Live Scan Service* form and a copy of the rejection notice sent to him/her by the Admissions Office. The printing agency will scan new prints and forward them to the Department of Justice for processing. The "re-printing" service fee will be waived. Failure to provide the two stated documents will result in a service charge for re-printing.

Instructions for Completing the Request for Live Scan Service form (Form can be filled out online and printed)

1. **Name of Applicant:** Enter full name
2. **AKA's:** Enter any other names used
3. **Date of Birth:** Enter date of birth (mm/dd/yyyy)
4. **Sex:** Check appropriate gender box: Male or Female
5. **Height:** Enter height; Express in Feet and Inches respectively. (Do not use fractions of an inch; round off to the nearest inch. Example: 5'11", 6'0")
6. **Weight:** Enter weight; Express in pounds. (Do not use fractions of a pound; round off to nearest pound. Example: 94 lbs, 186 lbs)
7. **Eye color:** Enter eye color

Black	BLK	Green	GRN
Blue	BLU	Hazel	HAZ
Brown	BRN	Maroon	MAR
Gray	GRY	Pink	PNK
8. **Hair color:** Enter hair color

Bald	BAL	Gray or Partially	GRY
Black	BLK	Red or Auburn	RED
Blond or Strawberry	BLN	Sandy	SDY
Brown	BRN	White	WHI
9. **Place of Birth:** Enter city, state, and country
10. **Social Security Number:** Enter social security number
11. **California's Driver License/Identification Card number:** Enter California Driver License/Identification Card number
12. **Applicant's Address:** Enter residence address, city, state and zip code.
13. **Daytime Telephone Number:** Enter daytime telephone number
15. **If resubmission: list Original ATI No.:** Enter the original ATI number provided on the reject notification to avoid paying an additional processing fee.

REQUEST FOR LIVE SCAN SERVICE

ORI: **A1104**

Type of Applicant: **Determination of Moral Character**

Job Title of License Certification or Permit: **Attorney License**

Agency Address Set Contributing Agency:

**State Bar of California
Office of Admissions 4th Fl.
1149 S. Hill St
Los Angeles, CA 90015**

Mailing Code: A05878

Name of Applicant:

(Please print)

AKA's: _____

Billing No. **BIL 140031**

DOB: _____ (mm/dd/yyyy) SEX: ☐ Male ☐ Female

HT: _____ WT: _____

Applicant's Address :

Eye Color: _____ Hair Color: _____

Street or P.O. Box

Place of Birth: _____

(State or foreign country)

City, State and Zip Code

Social Security Number: _____

California Driver's License No. _____

Daytime Telephone Number

Level of Service: ☐ DOJ

Your Number _____

OCA No. (Agency Identifying No.)

If resubmission list Original ATI No. _____

Employer: (Additional response for agencies specified by statute)

State Bar of California – Office of Admissions

Employer Name

1149 South Hill Street

Street No. Street or P.O. Box

Los Angeles

CA

90015

City

State

Zip Code

Live Scan Transaction Completed By: _____

Name of Operator

Date _____

Transmitting Agency

ATI No.

Amount Collected/Billed

Original - Live Scan Agency

**Second Copy- Requesting Agency
Submit with Moral Character Application**

Third Copy- Applicant

Fingerprint Instructions for Out of State Residents (Fingerprint Cards FD-258)

Applicants are required to submit two fingerprint cards (on form FD-258) with the application, which can be requested from the Los Angeles or San Francisco Office of Admissions. At times, there are delays in processing fingerprint cards by criminal justice agencies or delays due to fingerprint card rejection by those agencies, for which the Office of Admissions cannot accept responsibility and which may delay the processing of the application. The fingerprints must be taken by a law enforcement agency (i.e. police department, sheriff's station, etc.) or by an agency that requires you to provide appropriate identification. In the event the official taking the fingerprints has difficulty obtaining prints of acceptable quality because of the physical condition of the applicant's fingers (e.g., dermatitis, etc.), the official should be requested to explain (in writing) why the prints are the best obtainable. That explanation should accompany the fingerprint cards. Fingerprints will be forwarded to the California Department of Justice and/or FBI for a record check.

Applicants must complete identifying information required on the fingerprint cards as indicated on the sample provided, using only the abbreviations listed below. Failure to provide all correct information will result in a delay in processing the application, along with the return of the fingerprint cards for completion and a \$20.00 completion fee charge.

HAIR COLOR		EYES		WEIGHT (WGT)	HEIGHT (HGT)	SEX
Bald	BAL	Black	BLK	Express in pounds.	Express in Feet and Inches	Male M
Black	BLK	Blue	BLU	(Do not use fractions of a pound;	respectively. (Do not use fractions of	Female F
Blonde or		Brown	BRN	round off to nearest pound.)	an inch; round off to the nearest inch.)	
Strawberry	BLN	Gray	GRY			
Brown	BRN	Green	GRN	Example: 94 lbs	Example: 5'11"	
Gray or Partially	GRY	Hazel	HAZ	186 lbs	6'0"	
Red or Auburn	RED	Maroon	MAR		7'0"	
Sandy	SDY	Pink	PNK			
White	WHI					

The following questions are optional and do not require a response: race, citizenship, OCA number, FBI number, armed force number and miscellaneous number.

**Required FD-258 Form
FINGERPRINT SAMPLE**

NOTE: In the event the official taking the fingerprints has difficulty obtaining prints of acceptable quality because of the physical condition of the applicant's fingers (e.g., dermatitis, etc.), the official should be requested to explain (in writing) why the prints are the best obtainable. That explanation should accompany the fingerprint cards.

APPLICANT		LEAVE BLANK		THIS SIDE PRINT ALL INFORMATION IN BLOCK		LEAVE BLANK	
NAME (Last, first, middle) Renee Sofia Smith		LAST NAME SMITH		FIRST NAME RENEE		MIDDLE NAME SOFIA	
DATE OF BIRTH (MM/DD/YYYY) 5/29/62		PLACE OF BIRTH (City, State) Los Angeles, CA		SOCIAL SECURITY NUMBER CA0349400		BU OF ID & INFO SACRAMENTO CA	
OFFICE OF ADMISSIONS 1149 South Hill Street Los Angeles, CA 90015-2209		DATE OF ISSUE 5/29/62		DATE OF EXPIRATION 7 8 64		DATE OF REENTRY 7 8 64	
ATTORNEY LICENSE 123-45-6789		DATE OF EXPIRATION 7 8 64		DATE OF REENTRY 7 8 64		DATE OF EXPIRATION 7 8 64	

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE WASHINGTON, D.C. 20537	
APPLICANT	
1. LOOP 	LEAVE THIS SPACE BLANK
2. WHORL 	LEAVE THIS SPACE BLANK
3. ARCH 	LEAVE THIS SPACE BLANK

CHANGE OF ADDRESS

Please notify the State Bar **in writing** of any address change. In order for the State Bar of California to update your address in its records, the request must be accompanied by a photocopy of one piece of identification. Accepted examples: Driver's License, Passport, CA Identification Card, Military ID Card, or Birth Certificate. A fillable form is available online at www.calbar.ca.gov/admissions.

FURTHER COMMUNICATION REGARDING MORAL CHARACTER DETERMINATION APPLICATIONS

An official record of all communications is required; inquiries relating to the processing of your moral character determination application should be submitted in writing addressed to the Office of Admissions and sent to the appropriate address listed below. This will enable the staff to review your file prior to responding, and provide for precise rather than generalized responses. If your inquiry relates to a genuine emergency related to your moral character determination application and requires immediate attention, the telephone numbers listed below are provided to assist you.

Office of Admissions
1149 South Hill Street
Los Angeles, CA 90015-2299

-or-

Office of Admissions
180 Howard Street
San Francisco, CA 94105-1639

	<u>Los Angeles</u>	<u>San Francisco</u>
Recorded General Information	(213) 765-1550	(415) 538-2300
Information Service Coordinator	(213) 765-1500	(415) 538-2303
TDD Numbers	(213) 765-1566	(415) 538-2231

The Office of Admissions is open for the transaction of business between the hours of 8:45 a.m. and 5:00 p.m., Monday through Friday, holidays excepted.

IMPORTANT

Before mailing your application, please check the following:

- ☐ Is the **correct** fee included?
- ☐ Is the Application for Determination of Moral Character accompanied by an Application for Registered In-House Counsel or an Application for Registered Legal Services Attorney?
- ☐ Are any necessary attachments fastened to the back of the application? The fingerprint cards are considered part of the application and **must** be submitted with the application. Supporting documents other than the **forms** may be submitted separately.
- ☐ Are the two fingerprint cards enclosed and **completed** in accordance with the instructions? **OR**
- ☐ Copy of "Request for Live Scan Service" form which has been completed by the live scan operator?
- ☐ Is each question answered fully and completely?
- ☐ Is the application signed and currently dated?
- ☐ Are all applicable **forms** completed and attached?
- ☐ Are you mailing the application more than 30 days after you signed the declaration? The application must be received within 30 days of the date it is signed or it will be returned.

See the section entitled "Completion of Application" for more information. A \$20.00 completion fee will be charged for any moral character determination application that is found to be incomplete in any way.